

ASST CITY ENGINEER/FACILITIES MANAGER

Position Title: Assistant City Engineer/Facilities Mgr.

Department: Public Works

Immediate Supervisor: Public Works Director

Pay Range: 10 **FLSA:** Exempt

APPROVED:	_____
REVISED:	July 2013
REVISED:	_____
REVISED:	_____

Purpose

Serves as an assistant to the City Engineer with primary responsibility for activities associated with municipal engineering. Designs under Professional Engineer's license. Provides leadership and guidance to subordinates. Position is also responsible for oversight of City facilities, including routine maintenance and capital projects.

Organizational Relationships

Communicates with: *Internally* - City Administrator, City Council, other Department Directors, other City Staff, and Fire Department; *Externally* - MPCA, MN Department of Health, MN DOT, MUC, consultants, and general public.

Supervises with full authority: Subordinate Staff within Engineering and Facilities Maintenance.

ESSENTIAL FUNCTIONS

Assist City Engineer to coordinate all maintenance and repair activities for the City's infrastructure, and public works grounds.

Assist City Engineer with discharge permits for industrial users. Also calculates tapping fees.

Assist City Engineer with review of construction plans.

Assist City Engineer to coordinate all infrastructure development for the City: develop plans and specifications for public improvement projects, building upgrade plans and develops/coordinates layouts for special projects for other departments.

Provide technical and professional direction to engineering staff.

Develop Request for Proposals (RFPs) for consulting work; review consultant's request for payments; plan and obtain quotes for municipal building upgrades such as office furniture, carpeting, and other capital items.

Coordinate maintenance of City Facilities, including supervisions of custodial staff.

Develop and monitor on-going capital improvements program for City facilities.

Review driveway requests regarding location and width, and assist public on location of City water and sewer systems.

Participate in professional associations and various relevant local, regional and state committees.

Assist City Engineer to administer department's vehicle replacement policy.

Review and code bills for payment.

Verify plat conformance with local ordinances, review plats for drainage, utilities, access, etc.

Review site plans; review projects for conformance; and review building and excavation permits.

Assist City Engineer to prepare special assessment rolls.

Write and draw necessary easements, review appraisals and acquire easements.

Coordinate new survey needs and review cost estimates.

Attend City Council and related meetings as assigned.

Represent City at local organizations.

Responsible for ensuring MS4 compliance.

City of *WILLMAR*

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Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills and Abilities

Knowledge of engineering principles and practices.

Knowledge of supervisory practices and techniques.

Knowledge of MN DOT State Aid Manual.

Knowledge of NPDES permit procedures.

Knowledge of PCA specifications and MN DOH specifications.

Knowledge of MN DOT permits and R/R permits.

Knowledge of ADA and OSHA requirements.

Ability to manage time and plan and direct the work of subordinates.

Skilled in project management.

Skill in operating engineering storm sewer, sanitary sewer and computer programs.

Skill in operating drafting equipment, engineering scales, and a variety of computer software application such as word processing and computer aided drafting.

Machines, tools and equipment used: City vehicles and office equipment such as telephone, calculator, fax and copier.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering. Five or more years of experience desirable (but not required) in position(s) of similar complexity including management and supervisory responsibilities. Minnesota P. E. or ability to obtain.

Working Conditions

Work is performed indoors in a typical office setting and outdoors while visiting public works buildings/facilities and numerous work sites. Operates a City vehicle for regular transportation needs. Sits for extended periods of time. Stands, walks, and performs a variety of physical movements while conducting field inspections. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses large and fine motor skills. Uses different types of vision and hearing to perform field and office work.